

United States Environmental Protection Agency  
Washington, DC 20460

## Work Assignment

Work Assignment Number

0-8

☒ Original ☐ Amendment Number:Contract Number  
EP-W-10-002Contract Period  
Base ☒

Option Period Number

Title of Work Assignment  
Lean and Green Train the TrainerContractor  
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Periods of Performance

From: 06/28/10

To: 11/18/10

Comments:  
Work Assignment Initiation☐ Superfund

## Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

## Authorized Work Assignment Ceiling

Contract Period: Cost/Fee LOE  
Previously Approved

This Action

Total \$0.00 116

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: \$0.00 LOE: 116

Work Assignment Manager Name

PAMELA K. SWINGLE

Branch/Mail Code 9T25

Phone Number 404-562-8482

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

# Lean and Green Train the Trainer

Contract: EP-W-10-002, Work Assignment: 0-8

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## Summary Information

Title: Lean and Green Train the Trainer  
Period of Performance: From: 06/28/10  
To: 11/18/10  
Award Date: 06/28/10  
Total Funding:

## Procurement Management Roles

WORK ASSIGNMENT MANAGER: .

U.S. E.P.A.  
Attn: PAMELA K. SWINGLE  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code: 9T25  
Phone Number: 404-562-8482  
Fax Number:  
E-Mail Address: swingle.pamela@epa.gov

## Attachments

Attachment Name

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Statement of Work

# Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-8

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## Work Assignment SOW

**Title:** Lean and Green Train the Trainer

**Contractor:** IEc, Inc. **Contract No.:** EP-W-10-002

**Work Assignment Number:** 0-8

**Estimated Period of Performance:** Date of issuance to November 18, 2010

**Key EPA Personnel:**

**Work Assignment COR (WA COR):**

**Pamela Swingle**  
EPA Region 4, OPPI  
404-562-8482  
404-562-8269 (fax)

**Contract Level COR:** **Cathy Turner**  
CMG/OPEI (1805T)  
202/566-0940  
202/566-3001 (fax)

### Background and Purpose:

Originally developed in the manufacturing sector, Lean is a business model and collection of methods that eliminate non-value added activity or "waste" while delivering quality products on time and at least cost. EPA is interested in finding ways to maximize the environmental benefits of lean in the manufacturing realm and in streamlining administrative processes. EPA's interest in Lean methods, as well as Six Sigma quality improvement methods, stems from identifying the *environmental wastes* associated with manufacturing and administrative processes in industrial, government and service sectors.

EPA Region 4's Office of Pollution Prevention and Innovation (OPPI) started a Regional Lean Initiative to identify processes in State government or in partnership with manufacturing companies that could benefit from the application of Lean methods and the identification of environmental wastes. Through this initiative, EPA and Region 4 States identified the need for training for technical assistance providers at EPA and in the state pollution prevention programs. The goal of the train-the-trainer event in Lean and Green is to have pollution prevention technical assistance providers from EPA and the states learn from Lean and Green expert practitioners on how to see Lean and environmental wastes when they work with industries and other stakeholders. The training event will focus on the fundamentals of Lean thinking and Lean methods, identifying wastes, and working on a real case study by doing a facility site visit.

Services will consist of:

- Providing members of Region 4 and/or their stakeholders with Train the Trainer workshop focusing on Lean fundamentals, learning to see environmental waste, and practical application of the training in an industrial setting.

This work assignment does not duplicate tasks in any existing work assignments.

## Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-8

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The WA COR is authorized to provide technical direction under this work assignment. WA COR oral technical direction will be provided in writing within 5 days.

### **Train the Trainer Experience Shall Include:**

At least 5 years (per individual) of Lean and Green Train the Trainer experience, preferably with industries, technical assistance providers, EPA and environmental agencies (state or federal).

- at least 2 trainers in Lean and Green to accommodate the large training group of up to 50 people
- preference for trainers that have national and international expertise and have received recognition for Lean and Green skills
- teaching lean concepts, tools and techniques to technical assistance providers
- scoping, planning, facilitating and leading Lean and Green pre-events & events, and
- demonstrated effectiveness through customer evaluations and references

### **Quality Assurance (QA) Requirements**

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

### **Tasks and Deliverables:**

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

#### **Task 1 - Prepare Work plan**

The contractor shall prepare a work plan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The work plan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the work plan. However, only the CO can approve/disapprove the work plan. The contractor shall prepare a revised work plan incorporating the Contracting Officer's comments, if required.

**1a. Work plan within 15 calendar days of receipt of work assignment.**

**1b. Revised work plan within 7 calendar days of receipt of comments from the Contracting Officer, if required.**

**Task 2 - Training Material Development and Delivery [Section 3, Element 4: Encouraging broad-scale application of innovations, page(s) 1-13 SOW, paragraph 3]**

## Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-8

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The Contractor shall develop training materials for the train the trainer session for up to 50 people. The Contractor shall build upon existing training materials on Lean and Environment. Contractor shall provide electronic copies of all training materials including talking points sufficient for other training teams to be able to fully utilize the training materials. Instructions and guidance on hands-on demonstrations shall be included as well as presentations. All rights to materials developed under this WA will be retained by EPA.

The training materials shall include a training agenda, which shall incorporate at least one day of a site visit to do a Lean and Green assessment at a nearby facility.

The WA COR will provide the Contractor with potential dates and times of the training. The target training date is during the week of August 16, 2010.

The contractor shall develop training to cover the following items:

1. Introduction to Lean Manufacturing principles and methods
  - Classroom lecture and interactive simulation
2. Integrating Lean and Green
  - Implications for lean trends of green issues
  - Multiplying lean benefits by incorporating green issues
3. Learning to see green opportunities
  - Introducing a systematic approach to identify green opportunities
4. Value Stream Mapping Training
5. Applying the learning
  - Facility tour
  - Creating the value stream map
  - Team brainstorming opportunities
  - Quantifying impacts
  - Tying it all together

### **Deliverables and schedule under Task 2**

**2a.** Draft training agenda within 20 days of completion of Task 1.

**2b.** Draft training materials and draft of sample participant evaluation within 20 days of completion of Task 1

### **Task 3 - Training Delivery [Section 3, Element 4: Encouraging broad-scale application of innovations, page(s) 1-13 SOW, paragraph 3]**

The Contractor shall deliver the train the trainer session at the location at EPA Region 4 (Atlanta, GA) to be provided by the WA COR. The classroom training shall be provided for up to 50 people by at least two experts in Lean and Green facilitation who meet the train the trainer qualifications. The contractor shall provide a Lean and Green assessment at a nearby facility. The site-visit shall be limited to 25 people. The WA COR will coordinate the securing of the facility and needed transportation to and from the site visit. The WA COR will provide the contractor with the final number for the training class, which may consist of EPA and non-EPA staff. The Contractor shall, as needed, help the facility prepare for the Lean event by providing information on expectations, work products, staff needs, visitor requirements etc.

## Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-8

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### **Deliverables and schedule under Task 3**

- 3a.** The contractor shall provide train the trainer workshop for up to 50 participants at dates and times that are mutually agreed upon by the WA COR and Contractor. Target date is week of August 16, 2010.
- 3b.** The WA COR will secure the facility for the Lean event and the Contractor shall as directed by the WA COR, assist the facility in preparing for the event.
- 3c.** The contractor shall provide participant evaluation summary results to EPA, Region 4 within 20 calendar days of the workshop.
- 3d.** The Contractor shall conduct a de-brief within 45 calendar days of the workshop with EPA Region 4 on the effectiveness of the training with any recommendations for improvement or development of next generation training. No formal report or document is required.



Unit: U.S. Environmental Protection Agency  
Washington, DC 20460

## Work Assignment

Work Assignment Number

0-8

☐ Original ☒ Amendment Number: 1

Contract Number  
EP-W-10-002

Contract Period  
Base ☒

Option Period Number

Title of Work Assignment  
Lean and Green Train the Trainer

Contractor  
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out  
☒ Work Assignment Amendment ☐ Incremental Funding  
☒ Work Plan Approval

Periods of Performance

From: 06/28/10

To: 11/18/10

Comments:

The purpose of this amendment is to approval the Contractor's Work Plan dated July 21, 2010.

☐ Superfund

### Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
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### Authorized Work Assignment Ceiling

Contract Period: Cost/Fee: LOE:  
Previously Approved \$0.00 116

This Action \$11,317.30 (78)

Total \$11,317.30 38

### Work Plan / Cost Estimate Approvals

Contractor WP Dated: 07/21/10 Cost/Fee: \$11,317.30 LOE: 38

Cumulative Approved: Cost/Fee: \$11,317.30 LOE: 38

Work Assignment Manager Name

PAMELA K. SWINGLE

Branch/Mail Code 9T25

Phone Number 404-562-8482

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

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BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

# Lean and Green Train the Trainer

Contract: EP-W-10-002, Work Assignment: J-8, Amendment: 0001

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## Summary Information

Title: Lean and Green Train the Trainer  
Period of Performance: From: 06/28/10  
To: 11/18/10  
Award Date: 06/28/10  
Total Funding:

## WA Totals

*The following item(s) have been added:*

Category	POP	Amount
Estimated Cost	Base Pd.	(b)(4)
Fixed Fee	Base Pd.	

## WA Classification

*The following changes have occurred:*

The Labor Hour Ceiling has changed from 116 to 38.